

341SWI 32-4001

BY ORDER OF THE COMMANDER 341ST SPACE WING

341 SPACE WING INSTRUCTION 32-4001

1 APRIL 2000

Civil Engineer

DISASTER PREPAREDNESS PROGRAM

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This instruction implements AFD 32-40, *Disaster Preparedness*, AFI 32-4001, *Disaster Preparedness Planning and Operations*, and AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, and establishes policies and procedures for managing the Malmstrom AFB Disaster Preparedness Program. It provides guidance for unit programs and outlines responsibilities for supporting Malmstrom AFB Operation Plan (OPlan) 32-1, the base's wartime and peacetime Disaster Preparedness OPlan. This instruction applies to the 341st Space Wing, subordinate units and personnel assigned to, or supported by Malmstrom AFB.

SUMMARY OF REVISIONS

This revision incorporates new guidance outlined in AFI 32-4001 and AFI 32-4002. It provides new guidance on HAZMAT training requirements; Shelter Management, and Contamination Control Teams' training; streamlines unit disaster preparedness programs; and mandates facility emergency planning. A bar (|) indicates a revision from the previous edition.

1. BASE DISASTER PREPAREDNESS PROGRAM:

1.1. Purpose. This chapter defines the basic responsibilities of each functional agency to manage the overall Malmstrom AFB Disaster Preparedness Program. It contains only the management responsibilities of each agency. The operational actions for each agency are contained in the Disaster Preparedness OPlan (32-1 for wartime and peacetime), and Hazardous Materials Emergency Response Plan (OPlan 32-4).

1.2. Responsibilities:

1.2.1. The Commander, 341st Space Wing, has overall responsibility for the installation disaster preparedness program. The Commander will:

1.2.1.1. Establish the installation program as outlined in AFI 32-4001, *Disaster Preparedness Planning and Operations*, as supplemented, and this instruction.

1.2.1.2. Serve as chairperson for the Installation Readiness Council (IRC).

1.2.1.3. Establish an exercise evaluation program to evaluate the disaster response capability of Malmstrom AFB according to AFI 32-4001. The 341 SW/CV will be the Exercise Evaluation Team (EET) Chief and may appoint a designated representative to manage the exercise evaluation program.

1.2.1.4. Maintain current unit disaster response checklists of each unit evaluated.

1.2.1.5. Train and maintain training documentation for EET members in the function(s) they evaluate.

1.2.2. The 341 CES Readiness Flight (341 CES/CEX) will:

1.2.2.1. Develop and manage the installation program according to AFI 32-4001 and serve as Office of Primary Responsibility (OPR) for this instruction.

1.2.2.2. Prepare, supervise, and direct the training and information program.

1.2.2.3. Develop and update Malmstrom OPlan 32-1 for wartime and peacetime operations.

1.2.2.4. Develop and update Malmstrom OPlan 32-4 for Hazardous Materials Emergency Response.

1.2.2.5. Review unit checklists in support of Malmstrom OPlans 32-1 and 32-4, ensuring they are adequate to meet response taskings.

1.2.2.6. Organize, train, and equip personnel assigned to the Disaster Preparedness Support Team (DPST).

1.2.2.7. Perform disaster preparedness staff assistance visits (SAV) to assigned units, as necessary.

1.2.2.8. Advise the wing commander on current status of the Airbase Operability and Disaster Preparedness programs.

1.2.2.9. Provide a briefing to newly assigned commanders of units responsible for major disaster preparedness program elements.

1.2.2.10. Provide education and training materials to units for conducting training programs.

1.2.2.11. Advise and train the unit Disaster Preparedness Representatives in maintaining their programs.

1.2.2.12. Maintain training records for disaster preparedness specialized teams.

1.2.2.13. Assist the EET Chief or Manager with exercise planning and scenarios.

1.2.2.14. Manage the base HAZMAT Planning Team comprised of a designated representative from Fire Department, Legal Office, Safety, Environmental Engineering, 341 SFS, and Bioenvironmental Engineering. The Bioenvironmental representative will represent the 341 MDG.

1.2.2.15. Ensure the Deputy Base Civil Engineer or designated representative is appointed as the Chairman of the HAZMAT Emergency Planning Team (EPT) reporting to the Base Pollution Prevention Subcommittee.

1.2.2.16. Ensure the Command Post tests the base alert system every Wednesday at 1200 hours.

1.3. Installation Readiness Council (IRC) or Wing Update. Reviews the status of the overall base disaster preparedness program and takes prompt action to correct problems. The IRC or Wing Update will meet at least annually with representation from the following:

341 SW/CC	Chairperson
341 SW/CV	EET Chief
341 SPTG/CC	Member
341 OG/CC	Member
341 LG/CC	Member
341 MDG/CC	Member
341 CES/CEX	Member/Recorder

1.3.1. Action officers from base units address topics related to their functional area at planning boards.

1.3.2. The 341 CES Readiness Flight (341 CES/CEX) briefs the board on:

1.3.2.1. Results of requested unit staff assistance visits.

1.3.2.2. Status of specialized training conducted.

1.3.2.3. Status of disaster preparedness equipment.

1.3.2.4. Disaster preparedness staffing.

1.3.3. The EET Chief or Manager will brief on the status of the exercise evaluation program and response capability.

1.3.4. The Supply Contractor will brief on chemical-biological warfare defense equipment (CBWDE) status and issue procedures for mobility.

1.3.5. The 341 SVS will brief on the status of shelter stocking plans and procedures.

1.3.6. IRC minutes will be published and distributed within 10 workdays of the meetings. OPRs and suspenses will be assigned to open items. The minutes will indicate those attending and absent.

2. UNIT DISASTER PREPAREDNESS PROGRAM MANAGEMENT:

2.1. Purpose. This chapter prescribes the requirements for establishing and operating unit level programs on Malmstrom AFB. Units required to establish and maintain a squadron disaster preparedness program are defined in attachment 2.

2.2. Responsibilities:

2.2.1. Squadron Commanders, Staff Agency Chiefs, and Associate Unit Commanders. The commander or chief of a unit with a disaster preparedness program has the responsibility to:

2.2.1.1. Accomplish unit planning to support the installation program. Coordinate unit program requirements with 341 CES/CEX.

2.2.1.2. Appoint two unit Disaster Preparedness Representatives (DPR) to manage the unit program and act as unit liaisons. DPRs must be a Lieutenant or above and a Staff Sergeant or above. All waivers to these grade levels must be approved by 341 CES/CEX. Continuity in these positions is an extremely important consideration. The DPRs are vital links between 341 CES/CEX and their unit. Tenant units need only designate a primary representative by letter annually and whenever a change occurs.

2.2.1.3. Submit the disaster preparedness quarterly report (CEXFM5) to 341 CES/CEX not later than the first full duty week of Jan, Apr, Jul, and Oct.

2.2.1.4. Major program units must accomplish all requirements of this publication. Minor program units need only accomplish general unit Disaster Preparedness activities. Information only program units only accomplish the indoctrination/recurring information program. See attachment 2.

2.2.1.5. Ensure written procedures to support Malmstrom AFB OPlans 32-1 and 32-4 are developed. These procedures should be in the form of checklists written on AF Form 2519, **All Purpose Checklist**, or a locally approved form, and must address who, what, and how to perform all tasks identified in Attachment 3.

2.2.1.6. Ensure all unit personnel are assigned to a protective shelter.

2.2.1.7. Conduct a unit disaster preparedness information program.

2.2.1.8. Assign personnel for duty with specialized disaster preparedness teams as tasked by the Base READY Program. Ensure specialized team member replacements are assigned and trained prior to removing a previously trained CCT, DPST, or Disaster Control Group (DCG) member.

2.2.1.9. Budget for unit disaster preparedness equipment requirements. Maintain equipment according to the applicable Technical Order.

2.2.1.10. Ensure required unit personnel are scheduled for and attend Nuclear, Biological, and Chemical Defense Training (NBCDT), specialized team training, and other disaster preparedness classes, as required.

2.2.1.11. Ensure On-The-Job training (OJT) or Qualification training (QT) is conducted for unit personnel identified for deployment to chemical-biological threat areas.

2.2.2. Unit Disaster Preparedness Representatives (DPR). The unit DPR is responsible for the management of the unit commander's disaster preparedness program. These duties include, but are not necessarily limited to, the following;

2.2.2.1. Coordinating with 341 CES/CEX on matters affecting the unit's program.

2.2.2.2. Ensuring unit disaster preparedness equipment is maintained in a neat, orderly, and serviceable condition according to applicable technical orders and instructions.

2.2.2.3. Maintaining a disaster preparedness handbook according to attachment 3 of this instruction.

2.2.2.4. Ensuring unit information program training is conducted and documented.

2.2.2.5. Conducting and documenting a semiannual self-inspection of the unit program. Provide documentation to 341 CES/CEX indicating date conducted, deficiencies/open items, and corrective actions.

2.2.2.6. Attend DPR briefings and meetings, as scheduled.

2.3. Procedures. Specific requirements and procedures that must be included in unit disaster preparedness programs are contained below.

2.3.1. Unit Disaster Preparedness Information Program. The unit disaster preparedness information program is designed to provide all assigned personnel, military and civilian, with the knowledge to protect themselves from the effects of a disaster and to support unit actions in response to a disaster. The program is accomplished by the unit and composed of initial orientation and recurring indoctrination.

2.3.2. Initial Orientation. Utilize the Base Populace Brochure. All incoming personnel will be briefed by their unit DPR or designated official on unit disaster response procedures, shelter assignment, local threats, base alert and warning system, evacuation procedures, specialized team assignments (as appropriate), exercise procedures, and actions to take when away from home station in the event of war.

2.3.3. Recurring Training. This training is conducted for all personnel on a continuous basis by the unit using material provided by 341 CES/CEX in the form of Quarterly Disaster Preparedness Information Packages. It involves displaying and circulating posters, visual aids, and informational materials. This training will be documented on a memo for record. Include date information was provided and subjects covered. File the memo in Tab C of the unit handbook. Each unit will maintain a file of current materials to use for the indoctrination in Tab D of the unit handbook. Information training subjects that should be covered are:

2.3.3.1. Local threat from major accidents and natural disasters.

2.3.3.2. Individual actions prescribed by the squadron to be taken during attack, natural disaster, and accident situations.

2.3.3.3. Shelter assignment and procedures.

2.3.3.4. Unit procedures for disaster response.

2.3.3.5. Chemical warfare defense familiarization (for those on mobility to high-threat areas).

2.3.3.6. Warning and notification system and signals, both deployed and in-place (MAFB).

2.3.3.7. Actions to take if away from home station and general war or disaster occurs.

2.3.3.8. Unit/Work Center Evacuation Procedures.

2.3.3.9. Responsibility of sponsors to brief family members on actions to take during disaster, accident, or attack situations.

2.3.4. Post the following Air Force Visual Aid (AFVA) and Malmstrom AFB Visual Aids (MAFBVA) on a designated bulletin board. MAFBVAs can be obtained through 341 CES/CEX.

2.3.4.1. AFVA 32-4010, USAF Standard Alarm Signals for the United States, Its Possessions, and Territories.

2.3.4.2. MAFBVA 32-1, Tornado Alert Procedures.

2.3.4.3. MAFBVA 32-2, Nuclear Fallout Shelter Procedures.

2.3.4.4. MAFBVA 32-3, Unit Disaster Preparedness Representatives.

2.3.5. A Base Populace Brochure will be provided in each Billeting room and Housing Office newcomer's package.

2.3.6. Unit and Staff Agency Disaster Preparedness Instructions and Checklists. Each unit will develop checklists supporting Malmstrom AFB OPlans 32-1 and 32-4. These checklists will detail how the unit will respond to a disaster situation and accomplish taskings in the OPlan. These checklists must be accomplished upon revision or change of Malmstrom AFB OPlan 32-1 and reviewed and updated annually. As a minimum, these checklists will cover:

2.3.6.1. Pyramid alerting procedures for notifying unit personnel and DRF team members. The unit must have procedures to recall DRF team members short of an entire unit recall.

2.3.6.2. Response and recovery actions for members of the unit DRF for attack response, major accidents, and natural disasters.

2.3.6.3. Shelter assignments and procedures for unit personnel.

2.3.6.4. The checklists must identify what assets are used (including where the assets are located and stored), and how to perform the task and actions. Attack response actions will be listed in chronological sequence for pre-, trans-, and post-attack actions.

2.3.6.5. Units with specialized disaster preparedness teams will develop checklists for team operations; use appropriate technical orders (T.O.) to ensure information is technically correct. CCTs must have peacetime and wartime procedures checklists.

2.3.6.6. Units will coordinate all checklists with all agencies tasked in their checklists. Coordinate all checklists through 341 CES/CEX prior to implementation. Forward a final copy to 341 CES/CEX and 341 SW/XPI.

2.3.6.7. Units who have a designated control center will incorporate general unit disaster response checklists and control center checklists into one combined set of unit-wide checklists, maintained in the control center and managed by the unit DPR.

2.3.6.8. The DPR will manage and maintain the unit disaster response checklists for units who do not possess a control center.

2.3.7. SAVs and Self-Inspections. The 341 CES/CEX will schedule and conduct SAVs of those units identified in attachment 2. Each major and minor unit will conduct their own self-inspection using the staff assistance visit checklists provided by 341 CES/CEX **every 6 months**. The semiannual self-inspection may coincide with the unit semiannual self-inspection. Send a report of the review results to 341 CES/CEX. The 341 CES/CEX will conduct SAVs according to the following procedures:

2.3.7.1. Conduct the SAV as necessary to assess the quality of the unit's disaster preparedness program and recommend improvements where necessary upon request by the unit or upon direction of the Base Civil Engineer.

2.3.7.2. Conduct an informal out-brief with the DPR after the SAV is completed.

2.3.7.3. Submit a formal written report to the unit commander, prepared and forwarded within 15 workdays from completion of the SAV.

2.3.7.4. Give the unit approximately 30 days to reply to any findings and recommendations in the SAV report. The time required to fix any problem will be the determining factor on when a reply is due.

2.3.7.5. Arrange follow-on assistance to units with problems beyond their capability to correct.

2.3.7.6. Unit DPRs will accompany the 341 CES/CEX representative to all areas requiring a review (control centers, chemical warfare equipment storage, etc.).

2.3.7.7. Unit DPRs will coordinate replies to findings through their unit commander prior to sending the replies to 341 CES/CEX.

3. DISASTER RESPONSE FORCE (DRF):

3.1. Purpose. This chapter establishes the requirements for personnel assigned to the DRF on Malmstrom AFB. It sets requirements for the personnel, equipment, and resources needed to coordinate, respond, control, and recover from effects of a disaster situation (attachment 4).

3.2. Responsibilities:

3.2.1. The 341 CES/CEX conducts training as specified in AFI 32-4001.

3.2.2. The EET Chief ensures all specialized teams are properly exercised and evaluated.

3.2.3. All units will ensure that once a specialized team member has been trained, the trained member is not released from team duty until a replacement has been trained.

3.3. Disaster Response Force (DRF). The DRF includes the Disaster Control Group (DCG), Disaster Preparedness Support Team (DPST), Unit Control Centers (UCC), Contamination Control Teams (CCT), Shelter Management Teams (SMT), and Command Post:

3.3.1. Disaster Control Group (DCG):

3.3.1.1. Purpose: This group provides an element of key staff members for response, containment, and recovery at the scene of disasters. Specific responsibilities of the DCG are contained in AFI 32-4001, chapter 4, and AFMAN 32-4004, chapter 1. Primary and alternate members must participate in at least one exercise on an annual basis.

3.3.1.2. DCG Composition (Commander or designated representative):

<u>Position</u>	<u>Responsible Individual</u>
On-Scene Commander	341 SPTG/CC
Disaster Preparedness	341 CES/CEX
Fire Department	341 CES/CEF
Medical	341 MDOS/SGP
Bioenvironmental Engineering	341 MDOS/SGOAB
Security Police	341 SFS/CC (741 SFS/CC for off-base incidents in missile field)
Missile Maintenance	341 LSS/LGL
Civil Engineer	341 CES/CC
Public Affairs	341 SW/PA
Chaplain	341 SW/HC
Judge Advocate	341 SW/JA
Mortuary Officer	341 SVS/SVX
Safety	341 SW/SE
Explosive Ordnance Disposal	341 CES/CED
Transportation	341 TRNS/CC
Communications	341 CS/CC

3.3.1.3. Other representatives and staff agencies that may be required to provide support when requested by the on-scene commander are: Associate Unit Commanders; Alert Photographer; 40 HF, Comptroller; Weather; Munitions, and Contracting.

3.3.1.4. Alternates must be delegated the same authority as the organization chief and participate in at least one exercise per year. Only designate the primary and alternate. Do not designate DRF specialized team members to the DCG.

3.3.1.5. Training. New DCG members should be scheduled by their unit within 30 days of assignment. To ensure a capability to respond to more than one accident, primary DCG members must ensure their alternates receive in-house training and allow them to participate as primary members in exercises at least annually (tracked by 341 CES/CEX).

3.3.1.6. Equipment. Members will maintain checklists to allow simultaneous response to more than one accident. Organizations will obtain foul weather equipment to protect members. The member will maintain this equipment. See attachment 4.

3.3.2. Disaster Preparedness Support Team (DPST). This team augments 341 CES/CEX during wartime, accidents and disaster situations, and training.

3.3.2.1. Specialized team members will not be assigned other duties such as Security Forces augmentee, control center operator, mobility, nor will they have dual assignments, such as shelter management team or contamination control team. Specialized disaster preparedness team duties are primary duties during wartime, disasters, exercises, and training, and take precedence over all other assigned duties.

3.3.2.2. DPST Equipment. 341 CES/CEX will equip the DPST.

3.3.2.3. Recall for accident situations will be by telephone notification from 341 CES/CEX.

3.3.2.4. Recall for Emergency War Order (EWO) or any base-wide alert will be accomplished through unit recall systems. Individuals will report immediately to the 341 CES/CEX.

3.3.3. Control Centers act as focal points to conduct disaster actions for the unit. They will:

3.3.3.1. Establish and maintain communications with unit shelters and specialized teams and disseminate information to or from the Command Post, Battle Staff, and other control centers.

3.3.3.2. Maintain AF Form 1924, **Events Log**, or suitable substitute.

3.3.3.3. Receive and disseminate emergency information.

3.3.3.4. Expedite requests for support and keep the Battle Staff, Command Post, etc., informed.

3.3.3.5. Rapidly evaluate and report damage and casualty information following an attack, major accident, or natural disaster to the Command Post.

3.3.3.6. Maintain a capability to recall members of the DCG, CCT, and shelter teams short of a total unit recall.

3.3.3.7. Maintain checklists in support of Malmstrom AFB OPlan 32-1 and 32-4.

3.3.4. Control centers must have the following equipment available:

3.3.4.1. Current unit recall rosters and disaster preparedness specialized team recall rosters.

3.3.4.2. Operations checklists covering attacks, major accidents, natural disasters, relocation, and Military Support to Civil Authority (AFI 10-802).

3.3.4.3. Malmstrom AFB OPlan 32-1.

3.3.4.4. Malmstrom AFB OPlan 32-4.

3.3.4.5. The modified 15 mile off-base grid map.

3.3.4.6. Events Log forms.

- 3.3.4.7. The Malmstrom AFB grid map with unit areas of responsibility "highlighted" and an overlay.
- 3.3.4.8. A master listing of all unit facilities, with primary and alternate telephone numbers.
- 3.3.4.9. A mutually agreed upon control center relocation site with checklists covering control center evacuation.
- 3.3.5. Responsibilities. Control center personnel must be knowledgeable of:
- 3.3.5.1. Unit recall and reporting procedures.
- 3.3.5.2. Base grid map plotting and proper relaying of coordinates.
- 3.3.5.3. Control center checklists and overall control center operations.
- 3.3.5.4. DRF recall procedures.
- 3.3.5.5. Malmstrom AFB OPlans 32-1, 32-4, and supporting documents.
- 3.3.5.6. Land mobile radio procedures, if radio communication is available.
- 3.3.5.7. Unit evacuation routes and procedures.
- 3.3.5.8. Requirements for Military Support to Civil Authority as outlined in DOD Directive 3025.15 and AFI 10-802.
- 3.3.6. Contamination Control Team (CCT). They perform decontamination operations and assist in identifying and marking contaminated resources. Each team will maintain checklists designed specifically for their assigned responsibilities. Separate checklists for wartime and peacetime decontamination operations are necessary. Contamination Control Team requirements will be in accordance with AFI 32-4001 and AFMAN 32-4004.
- 3.3.6.1. Composition. A minimum of two supervisors are required for each CCT. Contamination Control Teams consist of a primary and alternate team chief (Staff Sergeant or higher); and team members (quantity and rank at the unit commander's discretion).
- 3.3.6.2. Notification. Units must be able to recall team members during duty and non-duty hours without recalling the entire unit.
- 3.3.6.3. Requirements. Contamination Control kit requirements are listed in attachment 4 of this instruction.
- 3.3.7. Shelter Teams. Shelter teams will be staffed and shelters maintained according to AFMAN 32-4005, MAFB OPlan 32-1, and this instruction.
- 3.3.7.1. Taskings. The following units are responsible for staffing shelter 500 during an increase in alert posture. Provide team member names to 341 CES/CEX.

BUILDING 500

RESPONSIBLE UNIT

Basement

341 OG

1st Floor

341 SW

2nd Floor

341 OG

3.3.7.2. Requirements. Shelter exercises are not required during base Attack Response Exercises (ARE). Shelter kits and radiation detectors for the above designated shelters are maintained by 341 CES/CEX according to attachment 4 of this publication and AFMAN 32-4005, attachment 2.

3.3.7.3. Procedures. During periods of increased readiness, or as directed, shelter team members will report to 341 CES/CEX for initial training. Upon completion of training, shelter team members will be issued shelter radiation kits, report to assigned shelters, and prepare shelters for occupancy. If required, a DPST member will accompany shelter teams and assist with shelter preparation and operations.

3.3.7.4. Missile Alert Facility Managers will semi-annually inventory and operationally check civil defense radiological detectors issued by 341 CES/CEX. Forward equipment type, serial number, and operational status (serviceable or unserviceable) to 341 CES/CEX upon completion.

4. DISASTER PREPAREDNESS TRAINING PROGRAM:

4.1. Purpose. This chapter defines the Disaster Preparedness training procedures for Malmstrom AFB. It assigns responsibilities and establishes procedures for ensuring Disaster Preparedness management and operations personnel are properly trained according to AFI 32-4001.

4.2. Responsibilities:

4.2.1. The 341 CES/CEX provides initial and refresher training for members of specialized disaster preparedness teams, DPR, DCG/EET, and for NBCDT, CCD, and HazMat First Responder Awareness and possibly First Responder Operations levels.

4.2.2. The 341 CES/CEX will brief the IRC on status of training, including the analysis of trends, training no-shows, etc.

4.2.3. The EET manager may provide EET training.

4.2.4. Squadron commanders must ensure personnel requiring training are scheduled for and attend initial and refresher training.

4.2.4.1. Units will assign a primary and alternate training scheduler to schedule unit personnel for classes conducted by 341 CES/CEX.

4.2.4.2. Units must ensure unit schedulers are identified on the Quarterly Disaster Preparedness Report.

4.3. Procedures:

4.3.1. The 341 CES/CEX will send monthly schedules to units not later than three weeks before the start of a new calendar month.

4.3.2. 341 CES/CEX will only take verbal requests for training slots for scheduled classes from unit schedulers and/or alternates. All training requests for NBCDT will be submitted at the monthly scheduler's meeting on the first Tuesday of every month at 0900 in classroom B, building 407 (Readiness). There are a maximum of 30 slots available for any one class, except HazMat classes (maximum of 15 slots available).

4.3.3. Units with deploying personnel requiring NBCDT and are unable to attend the scheduler's meeting must submit a letter of request from the unit commander which provides personnel names and

preferred training date/time.

4.3.4. DCG, CCT, HazMat First Responder, etc. must submit in writing the names of personnel needing the training, the class subject, and the date and time of the requested classes.

4.3.5. Except for emergencies, 341 CES/CEX must be notified of training slot cancellation 24 hours prior to the scheduled class start time. Slot cancellation will only be accepted from appointed unit schedulers, the Squadron First Sergeant, or the Squadron Section Commander.

4.3.6. Units failing to give 341 CES/CEX a 24 hour notice, or do not fill allocated slots, will receive a no-show letter sent to the unit commander.

4.3.7. Following each NBCDT class, 341 CES/CEX will certify attendance by sending each unit a copy of the class sign-in roster for their files.

4.3.8. The uniform for all DPST, CCD, CCT, HAZMAT FRA, and NBCDT classes is the battle dress uniform or flight suit.

4.3.9. Personnel scheduled to attend NBCDT training will bring training equipment (protective mask with hood, overgarment, overboots, glove inserts, and glove outserts) to class. Personnel without the proper training equipment will be denied training and the unit will receive a no-show.

4.3.10. Personnel attending CCT and DCG classes should bring their unit checklists to class.

4.3.11. Personnel attending DP Representative briefings should bring their unit DP Program handbook.

4.3.12. 341 CES/CEX will notify unit schedulers if any class is to be canceled or rescheduled.

4.4. Evaluations. The EET provides practical refresher training and evaluation not only for the disaster response organization, but also for the entire base populace through a regular program of periodic exercises and evaluations. These are conducted as prescribed in AFI 32-4001 and other AF instructions.

4.5. Courses:

4.5.1. The initial and refresher courses offered by 341 CES/CEX are described in AFI 32-4001 and AFI 32-4002.

4.5.2. Course G30ZR 1916-001, AF On-Scene Commander, is mandatory to comply with federal Hazardous Materials (HAZMAT) task level 5 - On scene incident commander's training for Lt Col or above assigned as the on-scene commander.

4.5.3. All military and civilian employees with a HazMat emergency response role will receive training according to AFI 32-4002.

4.6. Specialty Training:

4.6.1. Specialty Training is for mobility team members identified for deployment to a chemical-biological threat area to prepare for contingency missions in an NBC environment. To accomplish this, unit commanders must determine the proper length of training and ensure work center supervisors conduct this training.

4.6.2. HQ AFSPC functional agencies determine the type, location, and frequency of Specialty Training based upon the difficulty of tasks and the endurance required to complete these tasks. Unit supervisors may add tasks unique to their work centers. Supervisors teaching Specialty Training must have attended initial NBCDT.

4.6.3. The unit will maintain Specialty Training equipment. As a minimum, training equipment consists of 1 overgarment, 1 pair of overboots, 1 pair of rubber gloves, 1 pair of cotton inserts, 1 protective hood,

1 protective mask with filter set and canister, 1 web belt, 1 helmet, and 1 canteen with M1 canteen cap.

4.6.4. Training ensembles do not have to meet a protection criterion and may be used as long as they fulfill the training purposes. Repairs will be made to training ensembles to extend their useful lives. Training equipment will be identified and maintained according to applicable technical orders. Keep training equipment separate from operational equipment.

4.6.5. 341 CES/CEX is available upon request, to assist in unit Specialty Training sessions as a technical advisor on CBWDE donning and doffing.

4.6.6. A Specialty Training checklist is available to assist unit supervisors in conducting Specialty Training. Unit may obtain copies of the checklist from 341 CES/CEX.

4.7. Documentation of Training:

4.7.1. The 341 CES/CEX will maintain specialized team training records on an automated data program.

4.7.2. Units will record initial and refresher NBCDT, HAZMAT training, and Specialty Training on either an AF Form 1098, **Special Task Certification and Recurring Training**, AF Form 797, **Job Qualification Standard Continuation/Command JQS**, or data automation system.

4.7.3. Once HAZMAT initial training certificates have been received for students, owning units will maintain the student's training folder and a copy of the member's training certificate.

4.7.4. Owing units will certify, by memorandum, each HAZMAT certified person's annual refresher training either through the use of a hazardous materials exercise or refresher class. Units requiring a refresher class should contact the Readiness Office (341 CES/CEX) for assistance. 341 CES/CEX will provide refresher course subject matter for the training of personnel due to inability to participate in a hazardous material exercise. Each year's certification memoranda must be maintained. HAZMAT Awareness Refresher curriculum must include review of the hazard classes/divisions, *Emergency Response Guidebook*, and required actions.

4.7.5. Provide the HAZMAT training folder to departing personnel who are HAZMAT certified. The training folder is considered part of the individual's training data and must be turned in to the gaining unit's training section.

4.7.6. Units must provide 341 CES/CEX a copy of personnel's training certificate who arrive on station who are HAZMAT First Responder certified from another base.

J. GREGORY PAVLOVICH, Colonel, USAF

Commander

Attachments

1. Glossary of Abbreviations and Acronyms
2. Unit Disaster Preparedness Program Requirements

3. Unit Disaster Preparedness Handbook
4. Specialized Team Requirements

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

<i>Abbreviation or Acronym</i>	<i>Definition</i>
AFVA	Air Force Visual Aid
ARE	Attack Response Exercise
CBWDE	Chemical-Biological Warfare Defense Equipment
CCS	Contamination Control Station
CCT	Contamination Control Team
DCG	Disaster Control Group
DPR	Disaster Preparedness Representative
DPCC	Disaster Preparedness Control Center
DPST	Disaster Preparedness Support Team
DRF	Disaster Response Force
EET	Exercise Evaluation Team
EWO	Emergency War Order
FRA	First Responder Awareness (HAZMAT)
FRO	First Responder Operations (HAZMAT)
HAZMAT	Hazardous Material
IRC	Installation Readiness Council
MAFBVA	Malmstrom AFB Visual Aid
MARE	Major Accident Response Exercise
NBCDT	Nuclear, Biological, and Chemical Defense Training
OPLAN	Operations Plan
OPR	Office of Primary Responsibility
READY	Resource Augmentation Duty
SAV	Staff Assistance Visit
SMT	Shelter Management Team
UCC	Unit Control Center

Attachment 2

UNIT DISASTER PREPAREDNESS PROGRAM REQUIREMENTS

A2.1. The following organizations are tasked to support the base disaster preparedness program with a unit disaster preparedness program as outlined in AFI 32-4001 and this instruction. All units not requiring a full disaster preparedness program (information only) must appoint a point of contact in writing to 341 CES/CEX and manage an information program.

<u>Major Program Units</u>	<u>Minor Program Units</u>	<u>Information Only Program Units</u>
341 MSS ¹	341 CPTS	819 RHS
341 CES	341 CONS	40 HF
341 SFS	10 MS	AFOSI
341 CS	12 MS	AFROTC (Bozeman)
341 SVS	490 MS	Corps of Engineers
(CENPS/CENWS)		
341 MDG	564 MS	Defense Reutilization and Marketing
(DRMO)		
741 SFS	341 OSS ²	Det 7 CAP-USAF (Civil Air Patrol)
341 LSS ³	Phoenix Management (Supply)	Area Defense Counsel (AFLSA)
341 TRNS	341 MXS	

Notes:

1. 341 MSS is responsible for 341 SW Staff, 341 SPTG Staff, 341 SW/CCT /HO /MQ /SA /XP, for DCG – 341 SW/HC /JA /PA /SE, and UCC 341 SW/CP.
2. 341 OSS is responsible for 341 OG Staff.
3. 341 LSS is responsible for 341 LG Staff.

Attachment 3

UNIT DISASTER PREPAREDNESS HANDBOOK

A3.1. Each unit tasked to maintain a Unit Disaster Preparedness Program must maintain a unit

handbook. This notebook will be in the following format:

TAB A - Disaster Preparedness Planning

1. AFI 32-4001, or reference form.
2. AFMAN 32-4004 (note 1).
3. MAFB OPlan 32-1, or cross reference form.
4. MAFB OPlan 32-4, or cross reference form.
5. MAFBI 32-4001.
6. DoD Manual 5100.52-M, NARP (Nuclear Accident Response Procedures).
7. Unit checklists coordinated by 341 CES/CEX.

TAB B - Program Status

1. Quarterly Disaster Preparedness Report.
2. Disaster Preparedness SAV checklist.
3. Semiannual DP Self-Inspection review report and DP SAV report.
4. IRC minutes, as required.
5. Other correspondence sent by 341 CES/CEX.

TAB C - Records of Training

1. Disaster Preparedness specialized team training (DCG, HazMat, etc.) records.
2. NBCDT (if applicable) training records.
3. Log of Indoctrination training/orientation.
4. Memo for record of recurring information program training.

TAB D - Educational Material

1. Base Populace Brochure.
2. Quarterly Disaster Preparedness Information packages.
3. Other training materials provided by 341 CES/CEX.

Note: For major program units. This is also available in computer file format.

Table A3.1. Checklists Required by Units.

TITLE	MAJOR	MINOR	INFO
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Unit Control Center Activation	X		
Unit Control Center Relocation (note 1)	X		
Wartime Actions (pre-, trans-, post-attack)	X	X	
Major Accident Response	X	X	
Natural Disaster Response	X	X	
Military Support to Civil Authority	X	X	
DCG Major Accident Response (note 2)	X		
DCG Natural Disaster Response (note 2)	X		
Broken Arrow Response	X	X	
Hazardous Materials Response (note 3)	X	X	X
Contamination Control Team (note 4)	X		

Notes:

1. Includes 341 SW/CP.
2. Includes 341 SW/HC /JA /PA /SE.
3. For facilities maintaining hazardous materials.
4. 341 CES, 341 TRNS, 341 MDG

Attachment 4

SPECIALIZED TEAM REQUIREMENTS

A4.1. Contamination Control Teams:

A4.1.1. Technical Order and Publication List. DoD Manual 5100.52-M, *Nuclear Weapons Accident Response Procedures (NARP)*.

A4.1.2. CCT Equipment Requirements. Those units with CCT taskings must maintain the following equipment. This is intended as a quick reference only; it is not all inclusive.

A4.1.2.1. MCU-2A/P Series Mask or M17A2 (1 per individual)

A4.1.2.2. C2 Canisters

A4.1.2.3. Anti-Contamination Coveralls (2 per individual)

A4.1.2.4. Anti-Contamination Hood (2 per individual)

A4.1.2.5. Cotton Gloves (2 pair per individual)

A4.1.2.6. Footcovers (2 pair per individual)

A4.1.2.7. Masking Tape (4" wide)

A4.1.2.8. Trousers, Wet Weather (1 per individual)

A4.1.2.9. Parka, Wet Weather (1 per individual)

A4.1.2.10. Rubber Gloves - Industrial (2 pair per individual)

A4.1.2.11. Surgical Gloves (2 pair per individual)

A4.1.2.12. Buckets, barrels, trash cans (as required)

A4.1.2.13. Brushes, brooms, mops (as required)

A4.1.2.14. Any other material as deemed appropriate or necessary by the team chief or 341 CES/CEX.

A4.2. Teams deployable to chemical-biological threat areas:

A4.2.1. 11D1-1-111, Decontamination Kit, Skin; M-258A1

A4.2.2. 11D-1-131, Decontamination Kit, Skin; M291

A4.2.3. 11D1-3-11-1, Decontamination Kit, M295

A4.2.4. 14P-1-141, Groundcrew Chem-Defense Ensemble

A4.2.5. 14P-1-151, Chemical-Biological Canisters and Filter Element Procedures and Serviceability Lists

A4.2.6. 14P4-15-1, Chemical-Biological Mask, MCU-2/P

A4.3. Shelter Kit Requirements:

A4.3.1. Shelter signs

A4.3.2. Shelter team name tags

A4.3.3. OPlan 32-1

- A4.3.4. Base telephone book
- A4.3.5. Small base grid map (most recent copy)
- A4.3.6. Shelter radiological log (general purpose form)
- A4.3.7. Individual radiological dose record (general purpose form)
- A4.3.8. Shelter registration forms
- A4.3.9. Masking tape (as required to cover all windows, doors, openings, etc.)
- A4.3.10. Shelter operation checklists and guide
- A4.3.11. FEMA Handbook SM 5.1, *Radiological Monitors Handbook*
- A4.3.12. Shelter floor plan annotated with the following:
 - A4.3.12.1. Utility cut-off points (gas, water, electricity)
 - A4.3.12.2. Decontamination area
 - A4.3.12.3. Entrance/exit routing of personnel
 - A4.3.12.4. Location of all planned shelter operating areas
 - A4.3.12.5. Location of shelter supplies (food, water, clothing)
 - A4.3.12.6. Location of fire extinguishers and fire hose stations
 - A4.3.12.7. Planned location of dosimeters
 - A4.3.12.8. Shelter radiation detection kits (issued by 341 CES/CEX when shelters activated)
- A4.3.13. Administrative supplies and decontamination equipment (brushes, brooms, mops, trash cans, etc.) will be obtained from existing supplies within designated shelters and other base-wide resources, as required.

A4.4. Minimum Disaster Control Group Supplies/Equipment Requirements.

<u>Item</u>	<u>Recommended Quantity</u>
Complete Battle Dress Uniform	1 – Consider an additional set if BDUs not a normal work uniform
Rain Gear	1 – Gortex with liner and pants
Gloves	1 pair
Winter Boots	1 pair
PARKA or other cold weather coat	1
<u>Basic Toiletries</u>	
<u>Duty/Administrative Supplies</u>	
1:800 base grid map with all cordon overlays	1
Checklists	

Notebooks

1

Pens/Pencils

As necessary

Reference books

As necessary

Snacks